

AMATEUR RADIO CLUB BYLAWS

PREAMBLE

We, the students of the California State Polytechnic College having a mutual interest in amateur radio, do hereby associate ourselves together for the purpose of continuing our amateur radio activities, and do adopt this Constitution for our government.

Article I. Name

The name of this organization shall be "Cal Poly Amateur Radio Club."

Article II. Membership

Section A. Active

Any student body member of the California State Polytechnic College shall be eligible for active membership.

Section B. Associate

Any faculty or staff member of the California State Polytechnic College shall be eligible for associate membership.

Article III. Dues

Section A. Requirement

The club shall charge each member a fee, fixed by the club, for each academic year. Once paid, the member becomes a member in good standing for that academic year. Should an active member in good standing miss four (4) consecutive meetings, he shall no longer be an active member in good standing but will regain that position upon attendance of a club meeting.

Article IV. Officers

Section A. The faculty advisor shall be trustee of the club station.

Section B. The elected officers of the club shall be a President, Vice-President, Secretary-Treasurer, Station Manager, and Engineering and Technology Council Representative.

Section C. Duties of Officers.

1. President; the president is responsible for the leadership of the club. He conducts the meetings and is the liaison between the trustee and the club.
2. Vice-President; the vice-president is second to the president and will replace the president if he resigns, is recalled, or is unable to perform some or all of his duties. The vice-president shall be a member of all committees.
3. Secretary-Treasurer; the secretary-treasurer shall keep club minutes, be responsible for club correspondence, collect dues, and handle all other club financial business.
4. Station Manager; the station manager shall be responsible for the proper operation of club equipment. He shall see that all club equipment not operating properly is repaired. The station manager shall also see that all users of club equipment are properly instructed in its use and are "checked out" before using said equipment.
 - a. An active member in good standing must have successfully completed one quarter as a student at California State Polytechnic College before he may be checked out. When being checked out, the active member in good standing must pay a one-time check-out fee set by the club.
5. Engineering and Technology Council Representative; the engineering and technology council representative shall represent the club at the Engineering and Technology Council meetings.

Section D. The election officers for an academic year shall be held in the Spring Quarter preceding the new academic year.

Article V. Meetings

Section A. A meeting shall be called during the first three weeks of the school year by the president, or in his absence, the vice-president, or in the absence of both, by the trustee.

Section B. Regular meetings shall be held at least once each quarter of the regular school year.

Section C. Special meetings may be called by the president.

Section D. At least one week advance notice must be given for each meeting.

Article VI. Election and Recall of Officers

- Section A. A majority of active members in good standing at a meeting shall constitute a quorum.
- Section B. An active member in good standing shall be legally elected to an office if he receives a majority of the quorum's votes.
- Section C. Any elected officer may be subject to recall upon presentation of a petition at a regular or special meeting of the club if said petition is signed by twenty-five (25) percent of the active members in good standing of the club.
- Section D. The petition shall be referred to a vote by a ballot of the members of the club within two weeks.
- Section E. If two-thirds of the quorum cast votes in favor of recall, the recall shall be considered legal and effective.
- Section F. The president shall then call a meeting to elect a new officer for the vacated position. If the position vacated was that of the president, the vice-president shall become the new president and shall call a meeting to elect a new vice-president. The term of the newly elected officer shall end when the term of the expelled officer was scheduled to end.

Article VII. Voting of Expenditures

- Section A. Voting of expenditures of club funds shall be considered legal if a majority of A quorum approve such expenditures.

Article VIII. Expulsion of members

- Section A. Any member may be expelled by a two-thirds vote of all active members in good standing of the club.

Srticle IX. Amendments

- Section A. Any proposed amendment must be initiated by at least twenty-five percent of the active members in good standing and submitted to the secretary of the club.
- Section B. The date of the filing of the petition with a full statement of the amendment, shall be posted conspicuously.
- Section C. A favorable vote of two-thirds of active members in good standing shall be necessary to pass the amendment.

Section D. All amendments to the constitution and bylaws shall be subject to the approval of the Student Affairs Council.

Article VII. Administrative Review

Section A. All regulations and procedures outlined in the Constitution shall be subject to review by the President of the California State Polytechnic College.

Article XI. Ratification

Section A. The ratification by two-thirds majority of members in good standing shall be sufficient for the establishment of this Constitution.

71-67-4

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2/14/86

TO: AMATEUR RADIO CLUB
FROM: ASI CODES & BYLAWS COMMITTEE

AFTER REVIEWING YOUR BYLAWS, I FOUND NUMEROUS CHANGES AND ADDITIONS WHICH MUST BE MADE. THEY ARE:

- ① IN THE PREAMBLE, YOU MUST INCLUDE THE FOLLOWING STATEMENT
" IT IS THE INTENT OF THIS ORGANIZATION TO ABIDE BY PERTINENT STATE, UNIVERSITY, AND ASI REGULATIONS. "
- ② IN ARTICLE II, YOU MUST INCLUDE THE FOLLOWING STATEMENTS
 - a. " ONLY ACTIVE MEMBERS MAY PARTICIPATE IN MEETINGS, BE ELECTED TO OFFICE, VOTE, DEBATE, OR REPRESENT THE ORGANIZATION. "
 - b. " THERE MAY BE NO MEMBERSHIP DISCRIMINATION ON THE BASIS OF RACE, SEX, RELIGION, NATIONAL ORIGIN, OR SEXUAL PREFERENCE. "
 - c. " THIS ORGANIZATION OR ANY OF ITS MEMBERS SHALL NOT CONSPIRE TO COMMIT ANY ACT WHICH CAUSES OR IS LIKELY TO CAUSE BODILY DANGER, OR PHYSICAL OR EMOTIONAL HARM TO ANY MEMBER OF THE CAMPUS COMMUNITY. "
- ③ IN ARTICLE IV, YOU MUST INCLUDE THE FOLLOWING STATEMENTS
 - a. " OFFICERS MUST HAVE AT LEAST 2.0 CAL POLY CUMULATIVE GPA AT THE TIME OF NOMINATION AND ELECTION, AND MUST MAINTAIN AT LEAST A 2.0 GPA WHILE IN OFFICE. "
 - b. AN OFFICER MUST BE DESIGNATED TO FILL OUT A YEAR END REPORT & SUBMIT IT TO THE STUDENT LIFE & ACTIVITIES DEPT. TWO WEEKS AFTER ELECTIONS.

④ UNDER ARTICLE II, YOU MUST INCLUDE THE FOLLOWING STATEMENTS

a. YOU MUST STATE WHICH FORM OF PARLIAMENTARY PROCEDURE (RULES OF ORDER) WILL BE FOLLOWED. THE ASI USES ~~III~~ "STURGIS RULES OF ORDER TO REFER TO FOR ALL PARLIAMENTARY PROCEDURES NOT COVERED BY THESE BYLAWS. "

b. YOU MUST ALSO STATE WHAT PART OF YOUR ACTIVE MEMBERSHIP CONSTITUTES A QUORUM AT ANY MEETING.

⑤ UNDER ARTICLE VI, YOU MUST INCLUDE THE FOLLOWING STATEMENT

" FUNDS MUST BE ADMINISTERED THROUGH THE ASI ACCOUNT SERVICE AND WITHIN ASI POLICIES AND PROCEDURES. "

⑥ UNDER ARTICLE IX, ~~SECTION D~~ SECTION D, THAT STATEMENT SHOULD READ, " AMENDMENTS MUST BE APPROVED BY THE CODES & BYLAWS COMMITTEE, STUDENT SENATE, AND THE UNIVERSITY BEFORE BECOMING EFFECTIVE. "

⑦ UNDER ARTICLE XI, YOU MUST INCLUDE THE FOLLOWING STATEMENT

" THESE BYLAWS SHALL BE IN ACCORDANCE WITH THE ASI BYLAWS AND CODES, AND THE POLICIES OF THE UNIVERSITY. "

⑧ YOU SHOULD ALSO CREATE AN ARTICLE FOR AN ADVISOR. IT SHOULD STATE, AT LEAST, " THE ADVISOR SHALL BE A MEMBER OF THE TEACHING OR ADMINISTRATIVE FACULTY OR STAFF WHO SHALL BE APPROVED IN ADVANCE BY HIS/HER RESPECTIVE DEPARTMENT HEAD AND SCHOOL DEAN. "

⑧ NOTE ALL CHANGES MADE ON THE RETURNED COPY OF YOUR BYLAWS.

AFTER THE ADDITIONS & CHANGES HAVE BEEN MADE, YOU SHOULD RETURN NEW COPIES OF YOUR BYLAWS FOR APPROVAL. ONCE THEY HAVE BEEN APPROVED BY MY COMMITTEE, I WILL FORWARD THEM TO THE STUDENT SENATE FOR THEIR APPROVAL. I WILL NOTIFY YOU OF THE DATE OF THAT MEETING SO YOU CAN SEND A REPRESENTATIVE TO ANSWER ANY QUESTIONS. IF YOU HAVE ANY QUESTIONS, PLEASE FEEL FREE TO CONTACT ME @ 541-5337 OR LEAVE A NOTE IN THE ASI OFFICE WITH YOUR NAME & PHONE NUMBER. THANK YOU FOR YOUR COOPERATION.

Ken Badoumac

CHAIRMAN, ASI CODES & BYLAWS
COMMITTEE

Article X. Adviser

The adviser is a faculty or staff member who oversees the organization and ensures that University policy is followed. He/she may have further duties as defined by the Code or Bylaws. The duties of the adviser shall be listed in this article.

This article shall also contain this statement:

1. The adviser shall be a member of the teaching or administrative faculty or staff who shall be approved in advance by his/her respective department head and school dean.

Article XI. Amendments

This article shall state in detail the procedures to be followed by the organization in modifying the code or bylaws. It shall also contain the following statement:

1. Amendments must be approved by the Codes and Bylaws Committee, Student Senate and the University before becoming effective.

Article XII. Conflict

This article shall state:

1. These bylaws (This code) shall be in accordance with the ASI Bylaws and Codes, and the policies of the University.

Note that when a Code or set of Bylaws is up for approval before the Student Senate, a representative of the organization, with the authority to accept changes, should be present to answer any questions.

Other articles and sections, etc. may be added, of course. If you have any questions, contact the Student Government Advisor in the Activities Planning Center, the Codes and Bylaws Chairman, or the ASI Vice President.

Article VI. Meetings

This article discusses special policies relating to meetings of the organization. Such policies are: special meetings, parliamentary procedure, and quorum. The ASI Bylaws state that Sturgis' Rules of Order shall be used and, therefore, it is recommended that they be used for groups. Other books may be used. A statement of which book is used must be included, as shown below. There must also be a statement of what part of the organization may call special meetings, and a statement of the quorum (percentage of members who must be present in order to conduct business; usually 2/3 but may be any reasonable number).

The following statements must be included:

1. _____ Rules of Order shall be referred to for all parliamentary procedures not covered by these bylaws (this code).
2. Quorum shall be _____ % of the active membership.

As stated above, any book of parliamentary procedure may be used as long as it is named in the code or bylaws.

Article VII. Committees

This article lists any standing committees. Their function and membership shall be defined here also. Special committees should be provided for, and this article shall state how special committees are to be formed.

Article VIII. Finances

This article defines financial procedures. It must state who has authority to expend the funds of the organization. If dues are to be assessed, it must state how they are to be set and collected.

It must include the following statements:

1. Funds must be administered through the ASI account service and within ASI policies and procedures.

If a group is to become coded, it's Code must also have the following statement:

2. Appropriations from the ASI shall be requested in accordance with the instructions contained in the ASI Bylaws and Finance Codes.

Article IX. Standing Rules

If included, this article states the procedures used in setting up the standing rules. These are rules not included in the Code or Bylaws that govern the operation of the organization. They may be changed more easily than those in the Code or Bylaws.

Article IV. Membership

This article contains membership requirements and classifications. It is required for all Bylaws plus Codes which mandate that an organization must be formed to fulfill its purpose.

Membership for any campus organization is split into active membership and any or all of the following: Associate, Graduate, Faculty, Honorary, Alumni, or Inactive.

Active membership may include only registered students (including graduate students) and the faculty advisor if the organization so desires.

Associate members may include registered students, faculty, staff, alumni, and the group's sponsor.

Honorary members may be any one the organization wishes.

Other membership classes may be created also.

The following statements must be included in the membership article:

1. Only active members may participate in meetings, be elected to office, vote, debate or represent the organization.
2. Honorary membership shall not exceed 10% of the active membership.
3. There may be no membership discrimination on the basis of race, sex, religion, national origin, or sexual preference.
4. This organization or any of its members shall not conspire to commit any act which causes or is likely to cause, bodily danger or physical or emotional harm to any member of the campus community.

The first statement says that only active members may conduct official business of the organization: voting, debating, holding offices, etc. Other members may attend meetings, but they are not to participate in the operation of the organization.

Article V. Officers

There shall be a minimum of three officers in any organization, generally with the following titles: President, Vice President, and Secretary/Treasurer. The titles may be different and there may be more than three officers.

This article should define the officer's duties, how and when officers are to be nominated and elected, the term of office, and how to fill vacancies or recall officers. In addition, one officer shall be designated to fill out a year-end-report for submission to the Activities Planning Center within two weeks after elections. This must be done to maintain the organization's charter.

This article must include the following statement:

1. Officers must have at least a 2.0 Cal Poly cumulative GPA at the time of nomination and election, and must maintain at least a 2.0 GPA while in office.

This article should also state any further officer's qualifications.

Article I. Preamble (Note Roman numeral)

Section A.

1.

a.

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a.)

Notes:

1. Page numbering starts with page 2 in the upper right-hand corner.
2. Except for the name of the organization, no underlining shall be used.
3. Codes and Bylaws shall be single spaced, with double spacing between paragraphs, segments, titles, etc.
4. Margins shall be at least 1" on the left side and 3/4" elsewhere.
5. Each article shall have an explanatory title.
6. Each page after the first should have the name of the organization at the top, underlined.

Every Code and Bylaw shall have at least the following structure as a minimum (more than the minimum may be included):

Article I. Preamble

This is a philosophical statement of what the organization has been formed for. Unless a Code is being written, and the Code does not require an organization to be formed, it must include the words: "It is the intent of this organization to abide by pertinent State, University and ASI regulations." Codes must also have a statement quoting the authority under which they are established; i.e., Article XIII of the Bylaws of the Associated Students, Inc., Code 1, etc.

Article II. Purpose

This article states the reasons the organization was formed and its goals, if any.

Article III. Identification

This article contains a philosophical statement and a listing of any affiliations of the organization. This is primarily for clubs (bylaws), as Coded groups are generally considered to be part of the ASI.

A group with codes, on the other hand, is a part of the ASI and as such is ultimately responsible to the Student Senate and the student body as a whole, according to their individual codes and ASI Financial Policy (see the Guide to ASI Financial Policy). By submitting a yearly budget, coded groups become eligible to receive ASI funds, which must then be spent according to the budget and the purpose of the organization.

It is possible for a group to have both codes and bylaws. In that case, the responsibilities of each part shall be spelled out in the code and set of bylaws. The role of each section should be stated, as well as the liability (if any) that the bylawed part will accept for actions of the coded part. The coded part may not be held financially responsible for actions of the bylawed part. Both the codes and the bylaws of the organization are to be approved or amended at the same time.

How are Codes & Bylaws Approved?

Completed or revised Codes and Bylaws are submitted to the Activities Planning Center. Note that revised Codes must be submitted with a list of changes, or else be typed in in strike-out ~~strike-out~~ and underline form. After approval by the Codes and Bylaws Committee, they are sent to the Student Senate, which has final authority over all Codes and Bylaws. The process can take from one to two months, except in late Spring Quarter and during Summer Quarter; then approval is delayed until the Fall Quarter except in emergency cases.

What Format Should Codes & Bylaws Have?

At the top of the first page (centered) should be:

Associated Students, Inc.
California Polytechnic State University
San Luis Obispo

followed by the name of the organization, the word "Code" or "Bylaws," and the number of the Code. New Codes will have numbers supplied on approval. The first revision of a code shall have the letter "a" placed after the number, as in "Code 2a." Succeeding revisions will use the letters "b," "c," etc.

The numbering of articles, sections, etc. shall be as follows:

C&B - 03/02/83
SS - 04/20/83
ADM - 05/23/83

Associated Students, Inc.
California Polytechnic State University
San Luis Obispo

GUIDE TO CODES AND BYLAWS

Who is this Guide for?

This guide is for anyone who wishes to set up a student organization, or who wishes to change the structure of an already existing organization. The information contained within is up to date as of March 30, 1982. This Guide is a supplement to the Code on Codes and Club Recognition Code, and should be used with the appropriate code.

Why set up a student organization?

Student organizations are set up to perform some type of function that is not already provided by another campus organization. Reasons for organizing have included: social, professional, religious, educational, campus or community service, or competition. Other reasons are possible, and there are over 300 bylawed and over 60 coded groups presently on campus. It is assumed that if you wish to set up an organization, then there is no campus group set up for the same reason and that you have checked to see.

Any group that wishes to have university recognition of its existence, must have an ASI charter (set of Codes or Bylaws). Recognition is required to reserve rooms on a regular basis, or to use other campus facilities (audio-visual equipment, for example). Exceptions are made; the University Union Board of Governors does not require a group to be coded or bylawed to use the Union, although its priority may be low.

In addition, the ASI Business Office provides many services to chartered organizations: full accounting service (including account maintenance, check writing and guaranteeing), ticket services, and a low cost copy service.

What is a Coded Group? What is a Bylawed Group?

Both coded and bylawed groups are chartered; they are recognized by the University and by Associated Students, Incorporated. Both must use the ASI Business Office accounting service for all financial transactions.

The similarity ends there. A bylawed organization is a group of students meeting for some special purpose, for its own benefit if it wants. As long as University policy is followed (example: no club funds may be used for alcohol), bylawed groups can raise and spend money as they please. This financial independence also means that bylawed groups cannot receive money from the ASI, except through the Special and Unique Projects fund. See the Guide to ASI Financial Policy for details.

Article V. Style and Format

The style and format to be used in writing bylaws is contained the the Guide to Codes and Bylaws (starting on page 2).

Article VI. Amendments

Amendments to this code and the Guide to Codes and Bylaws shall be approved by 2/3 vote of the Student Senate. Amendments must be approved by the Codes and Bylaws Committee, Student Senate and the University before becoming effective.

Article VII. Conflict

This code shall be in accordance with the ASI Bylaws and Codes, and the policies of the University.

2. The filing of Forms 18 and 19 authorizes the group to carry out the following which are limited to those considered to getting organized and becoming chartered.
 - a. Open an account with the ASI for the purpose of making deposits and disbursements.
 - b. Request the use of campus facilities and services, such as meeting rooms, duplication services, mailboxes, and the Craft Center.

Section B. Approval Procedures

1. Present two copies of the proposed bylaws to the Activities Planning Center.
2. File an officers roster sheet (listing the names and phone numbers of all officers) and an advisor's signature card.
3. The Codes and Bylaws Committee may make technical changes involving University policies and ASI policies or grammatical improvements in the absence of a Club Representative. Copies of technical changes made shall be made available to any club representative upon request.
4. The Codes and Bylaws Committee Chairman shall report to the Student Senate the names of all bylaws approved. If so requested, copies of any bylaws shall be made available to the Student Senate and the bylaws will be approved by majority vote of the Student Senate.
5. Bylaws must be approved by signature of the University President or his designee before becoming effective.
6. A charter will be presented jointly by the ASI and the University upon approval of the club bylaws by Student Senate and the University.
7. The charter shall be renewed annually upon receipt of a year-end-report in the Activities Planning Center and all other provisions of Article III of this code.
8. Any chartered organization whose charter is not renewed shall have funds frozen and their right to use campus facilities and services suspended until corrective action has been taken as stipulated by the Director of the Activities Planning Center.
9. No set of bylaws shall be official unless the dates of approval by the Codes and Bylaws Committee, Student Senate, and the Administration appear in the upper right-hand corner of the front page.

(3) The off-campus living group, fraternity or sorority must take action to file with the State of California as a non-profit corporation to absolve the University and the ASI from any financial responsibility for activities other than those officially recognized by ASI. A copy of the corporation bylaws shall be filed with the Activities Planning Center.

6. Submit an end-of-the-year summary report of activities and other such information as required by the University such as: a list of officers and advisor.
7. Select an advisor who is approved by the Department Head and the School Dean, who is a member of the University professional staff.
8. Keep on file in the Activities Planning Center a current copy of the constitution and/or bylaws of any and all organizations with which the organization is affiliated.

Section B. A charter may be revoked at any time by a two-thirds vote of the Student Senate or by action of the President of the University.

Section C. The status of student organizations are classified into the following categories:

1. Chartered: Fully approved, active organizations in good standing.
2. Conditional: In the process of organizing, writing bylaws, and becoming chartered, or delinquent in fulfilling some requirement for having the charter renewed.
3. Probationary: Under penalty by the ASI or the University, organizations may remain in a probationary status for not more than one year, after which they will have their charter renewed or be classified as inactive.
4. Inactive: Failure to carry out an active program, as prescribed in the stated objectives in the bylaws, for a period of one year. After being inactive for two years an organization will be dropped from the rolls of the ASI, their funds transferred to the ASI Campus Improvement Fund, and the properties of the organization placed in the custody of the Director of Business Affairs.

Article IV. Procedure

Section A: Preliminary Procedure

1. Two copies of ASI Form 19, Petition of Intent to Organize, and two copies of ASI Form 18, Statement of Membership Requirement, must be filed in the Student Activities Planning Center. This set-up is taken in consultation with the Director, Activities Planning Center or his/her designee.

CLUB RECOGNITION CODE 2e

Article I. Purpose

The purpose of the Club Recognition Code is to make explicit the essential conditions and procedures for the chartering of student organizations at California Polytechnic State University, San Luis Obispo.

Article II. Entitlement

Any group of regularly enrolled students may be granted a charter under the Associated Students, Inc. and the University and shall then be entitled to all the rights, privileges, honors and responsibilities as outlined in the Bylaws and Codes of the Associated Students, Incorporated and the various laws, policies, and procedures set forth by the State of California and its authorized agencies and offices.

Article III. Responsibilities

Section A. In order to obtain a charter and to have it ratified annually, each student organization must:

1. Operate within the laws of the State of California and policies and procedures of the California Polytechnic State University and the Associated Students, Incorporated.
2. Carry out all activities in accordance with its bylaws.
3. Process all amendments to the Bylaws through the Activities Planning Center as provided for in this Code.
4. Report promptly all officer elections and appointments to the Activities Planning Center for inclusion in the "Student Organization Directory."
5. Keep all funds in the Associated Students, Incorporated book-keeping services. Exceptions may be made by action of the Student Senate and the approval of the University.

a. With regard to fraternities and sororities:

- (1) The recognized off-campus living group, fraternity or sorority shall establish and maintain an account with ASI. This account shall be used to finance all officially recognized activities of the organization.
- (2) The off-campus living group, fraternity, or sorority shall also maintain an account with a financial institution in San Luis Obispo which shall be used for general operations of the organization's residence and shall have a yearly audit of its financial records conducted at its own expense. A copy of the audit shall be placed on file with the Director, Activities Planning Center.

California Polytechnic State University
San Luis Obispo
Associated Students, Incorporated

AMATEUR RADIO CLUB BYLAWS

PREAMBLE

We, the students of the California Polytechnic State University having a mutual interest in amateur radio, do hereby associate ourselves together for the purpose of continuing our amateur radio activities, and do adopt this constitution for our government.

Article I. Name

The name of this organization shall be "Cal Poly Amateur Radio Club."

Article II. Membership

Section A. Active.

Any student body member of the California Polytechnic State University shall be eligible for active membership. Any active member who leaves the university for more than one quarter shall be restored to active status upon reenrollment in the university.

Section B. Associate.

Any faculty or staff member of the California Polytechnic State University shall be eligible for associate membership.

Article III. Fees

Section A. Requirement.

The club may charge each member a fee, fixed by the club, at the time the member joins. Once paid, the member becomes a member in good standing. Should an active member in good standing miss four (4) consecutive meetings, he shall no longer be an active member in good standing but will regain that position upon attendance of a club meeting.

Article IV. Officers

Section A. The faculty advisor shall be trustee of the club station.

Section B. The elected officers of the club shall be a President, Vice-President, Secretary, Treasurer, Station Manager, and any other office that the club finds necessary.

Section C. Duties of Officers.

1. President: the president is responsible for the leadership of the club. He conducts the meetings and is the liaison between the trustee and the club.
2. Vice-President: the vice-president is second to the president and will replace the president if he resigns, graduates, is recalled, or is unable to perform some or all of his duties. The vice-president shall be a member of all committees.
3. Secretary: the secretary shall keep club minutes and be responsible for club correspondence.
4. Treasurer: the treasurer shall collect fees and handle all other club financial business.
5. Station Manager: the station manager shall be responsible for the proper operation of club equipment. He shall see that all club equipment not operating properly is repaired and that the station is clean. The station manager shall also see that all users of club equipment are properly instructed in its use.

Section D. The election of officers for an academic quarter shall be held during the first meeting of that quarter.

Article V. Meetings

Section A. A meeting shall be called during the first three weeks of the school year by the president, or in his absence, the vice-president, or in the absence of both, by the trustee.

Section B. Regular meetings shall be held at least once each quarter of the regular school year.

Section C. Special meetings may be called by the president.

Article VI. Election and Recall of Officers

Section A. A majority of active members in good standing shall constitute a quorum.

Section B. An active member in good standing shall be legally elected to an office if he receives a majority of a quorum's votes.

Section C. Any elected officer may be subject to recall upon presentation of a petition at a meeting of the club if said petition is signed by twenty-five percent of the active members in good standing of the club. The petition shall be referred to a vote by a ballot of the members of

the club within two weeks. If two-thirds of the quorum cast votes in favor of recall, the recall shall be considered legal and effective.

Section D. In the event that an office is vacated, a new officer shall be elected at the next meeting or at the meeting in which a recall has been passed. If the position vacated was that of the president, the vice-president shall become the new president and a new vice-president shall be elected. The term of the newly elected officer shall end when the term of the vacated office was scheduled to end.

Article VII. Expenditures of Club Funds

Section A. Expenditures of \$25.00 or less and routine purchases of items for resale by the club shall require prior approval of the treasurer.

Section B. Expenditures of more than \$25.00, except routine purchases of resale items, shall require approval by a vote of the club membership. The expenditure shall be considered legal if approved by a majority of a quorum's votes.

Section C. Purchase of items for resale during special events, e.g. Poly Royal, shall not be considered routine purchases.

Article VIII. Expulsion of Members

Section A. Any member may be expelled by a two-thirds vote of all active members in good standing of the club.

Article IX. Amendments

Section A. Any proposed amendment must be initiated by at least twenty-five percent of the active members in good standing and submitted to the secretary of the club.

Section B. The date of the filing of the petition with a full statement of the amendment, shall be posted conspicuously.

Section C. A favorable vote of two-thirds of active members in good standing shall be necessary to pass the amendment.

Section D. All amendments to the constitution and bylaws shall be subject to the approval of the Student Affairs Council.

Article X. Administrative Review

Section A. All regulations and procedures outlined in the constitution shall be subject to review by the President of the California Polytechnic State University.

Article XI. Ratification

Section A. The ratification by two-thirds majority of active members in good standing shall be sufficient for the establishment of this constitution.

AMENDMENT PROPOSAL

Name of Organization Amateur Radio Club

Affiliation (if a club) _____

Date April 5, 1985

The attached code or bylaws amendment(s) have been voted on by a quorum of the above stated organization and passed accordingly.

Dates amendments were passed by the organization Nov. 15, 1984

Paul D. Sargin
Signature of Organization President or Chairman

April 5, 1985
Date

E. J. Clinton
Faculty Advisor

4-5-85
Date

Amendments
to C & B
4/5/85 DR

11/5/85 - Note to
C & B re disposition?
Miss

1/23/86 -
Note to Don
Bodornas re
disposition -
re-submit? Miss
yes

1/28/86
Re-submitted
to C & B
1/28/86. Miss

Note to
C + B as to

1/23/86

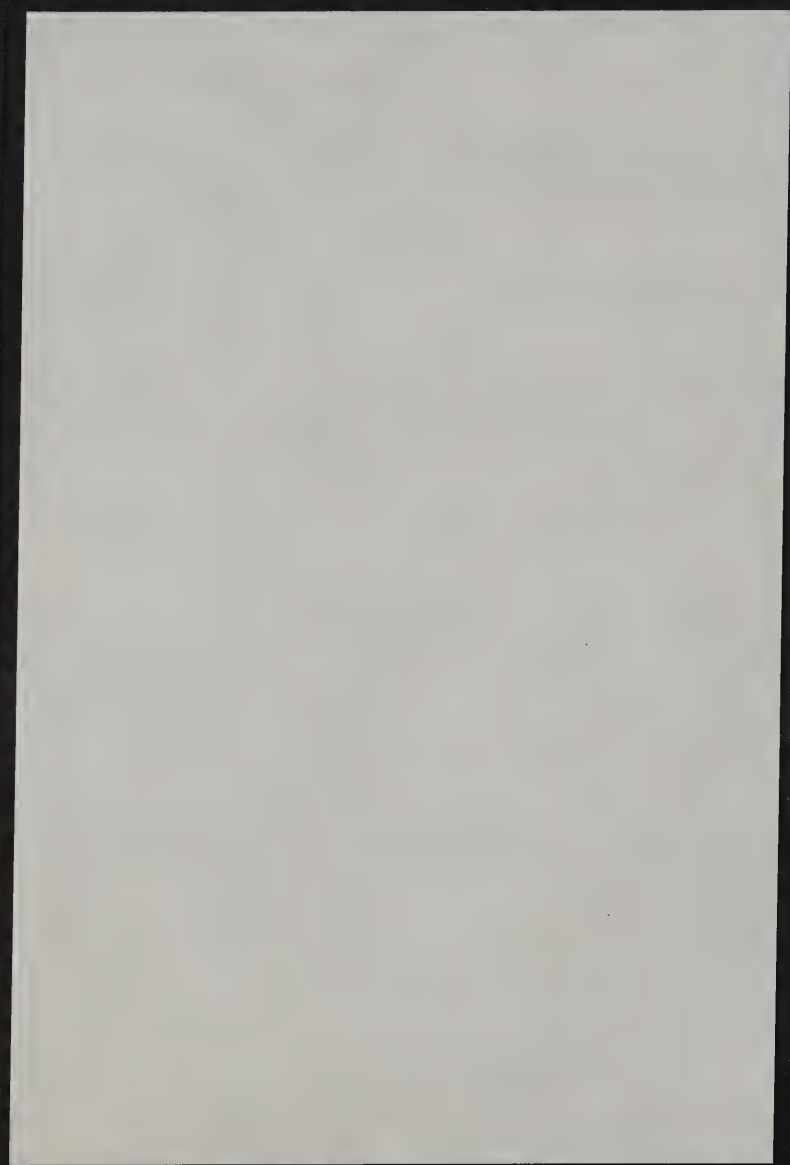
Ken:

Do you know if you have any amendments still pending for the Amateur Radio Club? They were submitted to Codes & Bylaws April 5, 1985, but I have never heard anything back.

Can you check, please? I can resubmit them if you wish.

Doris
APC

*re-submit,
per K. Badrinac
1/23*



AMATEUR RADIO CLUB BYLAWS

PREAMBLE

We, the students of the California State Polytechnic College having a mutual interest in amateur radio, do hereby associate ourselves together for the purpose of continuing our amateur radio activities, and do adopt this Constitution for our government.

Article I. Name

The name of this organization shall be "Cal Poly Amateur Radio Club."

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Section A. Active

Any student body member of the California State Polytechnic College shall be eligible for active membership.

Section B. Associate

Any faculty or staff member of the California State Polytechnic College shall be eligible for associate membership.

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Section A. The faculty advisor shall be trustee of the club station.

Section B. The elected officers of the club shall be a President, Vice-President, Secretary-Treasurer, Station Manager, and Engineering and Technology Council Representative.

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Section D. The election officers for an academic year shall be held in the Spring Quarter preceding the new academic year.

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Section A. A meeting shall be called during the first three weeks of the school year by the president, or in his absence, the vice-president, or in the absence of both, by the trustee.

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- Section A. A majority of active members in good standing at a meeting shall constitute a quorum.
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- Section A. Voting of expenditures of club funds shall be considered legal if a majority of a quorum approve such expenditures.

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- Section C. A favorable vote of two-thirds of active members in good standing shall be necessary to pass the amendment.

Section D. All amendments to the constitution and bylaws shall be subject to the approval of the Student Affairs Council.

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Section A. All regulations and procedures outlined in the Constitution shall be subject to review by the President of the California State Polytechnic College.

Article XI. Ratification

Section A. The ratification by two-thirds majority of members in good standing shall be sufficient for the establishment of this Constitution.

71-67-4

Associated Students, Inc.
California Polytechnic State University
San Luis Obispo

STUDENT ORGANIZATION BYLAWS AMENDMENT APPROVAL

AMATEUR RADIO CLUB :

Name of Group

Recommendation and Approval: The proposed amendments to the bylaws have been reviewed by the Codes and Bylaws Committee and found to be in proper form and in harmony with existing University regulations and policies.

DATE: _____

Codes & Bylaws Committee Chairman

Approval and Recommendation: The Student Senate hereby approved the amendments to the bylaws.

DATE: _____

ASI Vice President

Recommendation:

DATE: _____

School Dean

Approval: The amendments of the above-named group is hereby approved.

DATE: _____

University Official

Recorded and Official Copies Distributed:

DATE: _____

Activities Planning Center

California State Polytechnic College State University
San Luis Obispo
Associated Students, Incorporated

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HORSE TRIALS

Rt. 1, Box 209
Templeton, CA 93465

May 28, 1982

Cal Poly Amateur Radio Club
EL/EE Department
Cal Poly
San Luis Obispo, CA 93407

Gentlemen:

Thanks for a terrific job! Your group made a fantastic contribution to the success of our event. Many problems were avoided with your help, and all officials agreed that the Communications Crew was a vital part of a trouble-free Cross Country course. Thanks again for your help. Have a great summer and hope to see you at Hidden Valley in 1983.

Sincerely,

Megan

Megan McGee
HVHT Sec'y

A.J.F. Clement

July 25, 1983

Cal Poly Amateur Radio Club,
attn: Brad Horak, N6BDE

Dear Brad,

What a pleasant surprise to receive your
letter of 7-21-83!

I would be delighted to have all
of you as my guests to visit my station, here,
and my "antenna-farm." I have contacted my
good friend, Jules Wenglar, W6YO, (EX-ENGINEER at
Voice of America, retired, living in Delano) and he has
volunteered to be your "guide" thru Voice of America
facilities. Also, I have permission from Mr. John
Gray - "shift supervisor" at V.O.A.

I will "stake out" a camp-site
at Kern-River Park (near lake Ming, 25 mi so. of my
farm) where the group can have "camping" park facilities.
Please let me know how many are coming
so I can schedule you at VOA & the park
for Aug 5-6 (Fri + Sat). Is this o.k.? Maybe you
should phone me - (time is short.) 805- 3995411

R1, Box 116, McFarland, California 93250

P.S. This is about only week-end I (have) before Aug 20.
"free" 73 - "Frank" W6KPC

Radio _____ Confirming

QSO of _____ 19 _____

at _____ GMT on _____ MHZ

FM SSTV SSB OSCAR

CW RTTY AM _____

Xmtr _____ Watts _____

Rcvr _____ RST _____

Txcvr _____

Antenna _____

SINCERELY,
Brad Hawk N6BDE
VICE-PRESIDENT

W6BHZ AUGUST 9, 1983

Cal Poly Amateur Radio Club

Box 53,

San Luis Obispo, CA 93407

TO THE STAFF AT VOA-DELAND,

THANK YOU AGAIN FOR TAKING
TIME LAST SATURDAY TO SHOW
US AROUND YOUR SITE. ALL
OF US WERE IMPRESSED AND EVERYONE
EVEN MANAGED TO LEARN SOMETHING
ABOUT HIGH-POWERED RADIO STATIONS.
WE ARE PLANNING ON PUTTING THE
TUBE YOU GAVE US ON DISPLAY IN
THE W6BHZ HAM SHACK.

PRINTED BY
N6BQR

Radio _____ Confirming

QSO of _____ 19 _____

at _____ GMT on _____ MHZ

FM SSTV SSB OSCAR

CW RTTY AM _____

Xmtr _____ Watts _____

Rcvr _____ RST _____

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SINCERELY,
Brad Hawk N6BDE
VICE-PRESIDENT

W6BHZ AUGUST 9, 1983

Cal Poly Amateur Radio Club

Box 53,

San Luis Obispo, CA 93407

DEAR JULES,

ON BEHALF OF THE CAL POLY
AMATEUR RADIO CLUB, I WOULD
LIKE TO THANK YOU AGAIN FOR
SPENDING TIME SHOWING US AROUND
VOA LAST WEEKEND. I DON'T THINK
WE COULD HAVE FOUND A BETTER
GUIDE FOR OUR TRIP. WE ARE
PLANNING ON PUTTING THE TUBE
THAT YOU GAVE US ON DISPLAY IN
THE W6BHZ HAMSHACK SO THE
PEOPLE WHO DIDN'T GO ON THE
TRIP CAN SEE WHAT THEY MISSED.

PRINTED BY
N6BQR

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QSO of _____ 19 _____

at _____ GMT on _____ MHZ

FM SSTV SSB OSCAR

CW RTTY AM _____

Xmtr _____ Watts _____

Rcvr _____ RST _____

Txcvr _____

Antenna _____

W6BHZ AUGUST 9, 1983

Cal Poly Amateur Radio Club

Box 53,

San Luis Obispo, CA 93407

DEAR DOROTHY AND FRANK,

ON BEHALF OF EVERYONE
WHO VISITED WITH YOU THIS PAST
WEEKEND, I WOULD LIKE TO THANK
YOU ONCE AGAIN FOR SPENDING TIME
WITH US. ALL OF US APPRECIATED
THE TOUR OF YOUR "MISSION" AND
ITS RADIO FACILITIES, NOT TO MENTION
YOUR GENEROUS HOSPITALITY.

SINCERELY,
Brad N6BDE
VICE-PRESIDENT.

PRINTED BY
N6BQR

Memorandum

To : Ed Clerkin

Date : November 14, 1980

File No.:

Copies :

From : Dale W. Andrews

Subject:

Attached, Ed. . .

. . .is a print of one of the photos that I took on the occasion of Frank Clement's delivery of a gift of equipment to the amateur radio club.

It was thoughtful of Frank to give us the equipment. It was thoughtful, too, of the club members to take Frank and Dorothy out to dinner that evening. I spent most of the next day with Frank and Dorothy and they couldn't say enough nice things about their very pleasant evening with the students.

Memorandum

To : Professor Michael M. Cirovic, Acting Dept. Head
Electronic and Electrical Engineering

Date : October 9, 1980

File No.:

Copies : CPARC
File

From : *EOC*
E. J. Clerkin, Advisor/Trustee W6BHZ
Cal Poly Amateur Radio Club

Subject: Excess State Owned Amateur Radio Equipment

The following equipment is in excess of the Cal Poly Amateur Radio Club's requirements.

- 1 HP 524D Frequency Counter, EE 3255
- 1 National NC300 Receiver, EE 3191
- 1 Hallicrafters HT32B Transmitter, EE 3176

Please arrange for the Property Clerk to survey the above equipment. The equipment is presently stored in the IEEE storage room.

TO : THE SECRETARY OF DEFENSE

FROM : THE SECRETARY OF THE ARMY

SUBJECT: [Illegible]

1. [Illegible]

- 1. [Illegible]
- 2. [Illegible]
- 3. [Illegible]

2. [Illegible]

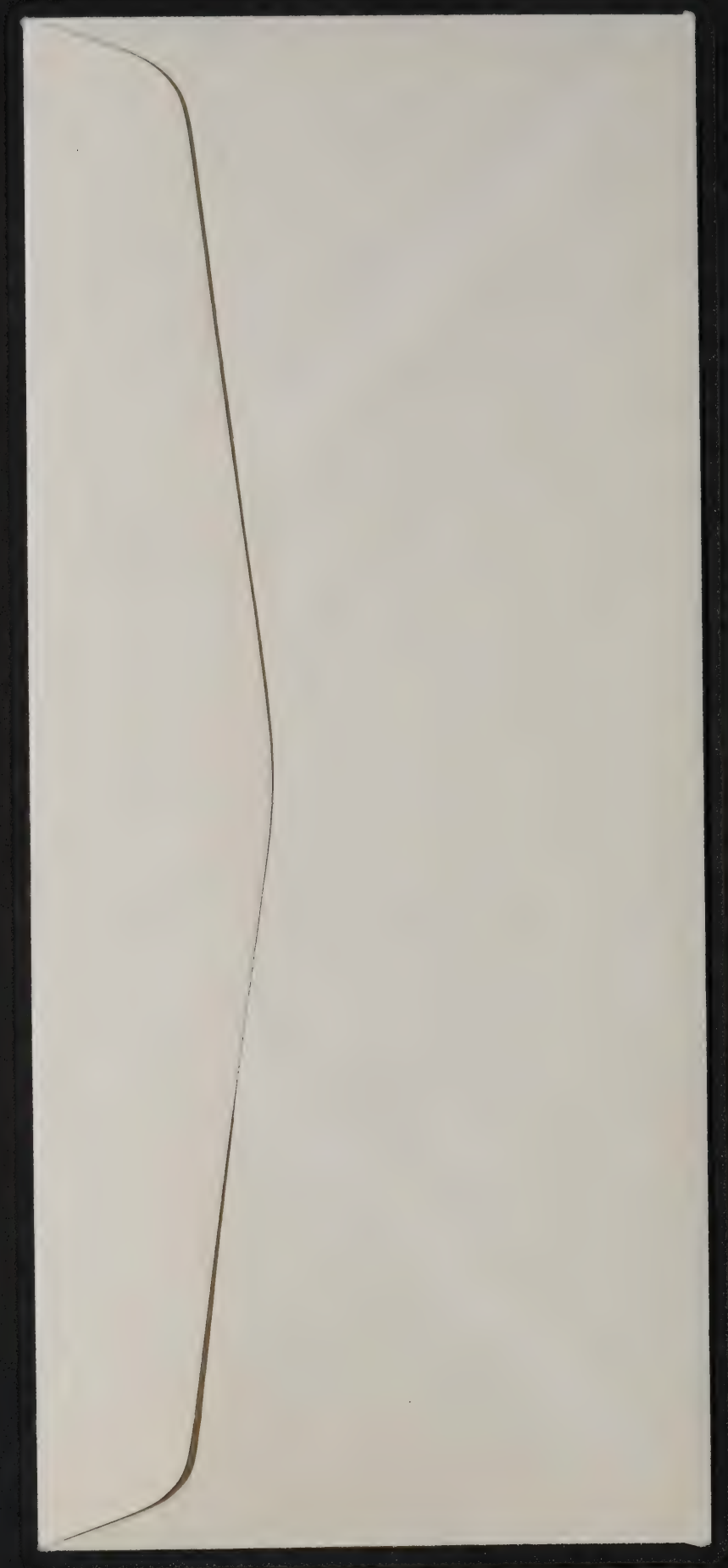
Electronic and Electrical Engineering Dept.

CALIFORNIA POLYTECHNIC

STATE UNIVERSITY

SAN LUIS OBISPO, CALIFORNIA 93407

Mr. Eric Ness, President
Amateur Radio Club
Cal Poly



CALIFORNIA POLYTECHNIC STATE UNIVERSITY

SAN LUIS OBISPO, CALIFORNIA 93407
(805) 546-0111



27 April 1983

Mr. Eric Ness, President
Amateur Radio Club
California Polytechnic State University
San Luis Obispo, CA 93407

Dear Mr. Ness:

I want to express the department's appreciation for your efforts during this past Poly Royal. Having the Ham Shack open and available for public view enhances the department's image with the community. I am sure the public appreciated the opportunity to ask questions of those of you in the Amateur Radio Club.

Again, thank you very much for your efforts. The public certainly benefited by them.

Sincerely,

James G. Harris, Head
Electronic and Electrical Engineering

cc: E. Clerkin

for Ham Shack.

May 24 1982
W6HDO
Cliff Buttschard
573 Manzanita Ave
Los Osos, CA
93402

Mr. Doug DeMaw
Technical Department
ARRL-Newington, Conn

Dear Doug,

Just a short note with an idea worth considering since this technical problem is not one that I can handle effectively. Further, I will not be able to make it to San Diego next month so as happened with us last year at Fresno, we will miss this year too.

I have been asked by no less than four radio clubs to attempt a solution for the KENWOOD 520/820/830 exciter problem when used to drive larger output powered final amplifiers----and especially grounded grid amplifiers. When 3-400's, Heathkits 202's, Collins 30L1's and such amplifiers are driven with the 520 class of exciter, the horrible broadening of the signal is something of a horror to hear! I have witnessed one older individual that should know better on a constant basis on 40 meters each morning simply clear out the first 20 KHz of 40 with buckshot.

What few measurements I've been able to make indicate that the sideband rejection is marginal at best in this radio even when operating properly. Further, I get the idea the ALC is a "factory adjust" meter reading in which the reading bears no relationship to internal non-linearity. Upon taking to the offending amateur the usual reply is "it is being kicked up into the green area---therefore I must be alright". This certainly indicates rather unreasonable faith in the "green Zone"!

In each of these cases, the psychological areas have been avoided. One older ham of 35 years still insists that the legal power input is 2000 watts DC---something hard for me to believe still exists. Most of the older guys simply can not handle the newer solid state rigs and almost forceable have to be "helped"---something of self defence for the rest of us. Publication in QST can help too. May I suggest:

1. Tell it again, the ALC is a protective device for the exciter---not the exciter/amplifier combination! Most manufacturers have given up long loop feedback ALC, thus there is no protection for the combination.
2. Grounded-grid requires a great^{deal} more drive power and the 520 series of transceivers loses linearity long before one KW DC input is obtained.
3. Product reviews in QST must also make the point that some ALC combinations are NOT effective with non linear loads as represented by the common grounded grid series of amplifiers, and this lack of control becomes critical when the sideband rejection is marginal.

220 SMA

220 MHZ SPECTRUM MANAGEMENT ASSOCIATION

P.O. BOX 8306

VAN NUYS, CA 91409 U.S.A.

AUGUST 4, 1984

QST QST

It looks as though we could lose the entire 220 MHz to 225 MHz Amateur Radio band. The Land Mobile Communications Council has filed a Proposed Rule Making (PRM) # 4829 asking the Federal Communications Commission to allow for re-allocation of the present 220 MHz Amateur band to commercial use on a non-shared basis. AND as if this isn't enough, the Sideband Technology Incorporated has filed PRM # 4831 asking the Commission for 216 MHz to 222 MHz for Amplitude Compandored Sideband Channelization (ACSB).

It is our purpose here and now to offer guidelines for all of us to voice our views on these grave issues. We believe that we must all unite behind defeat of these NPR's not only to save the 220 MHz band, but to stop any further encroachment upon valuable Amateur Radio Frequency Spectrum. Spectrum space is not renewable and cannot be created out of thin air. There is already under way action by a group to lay claim to our 6 Meter Ham band for commercial purposes!! With 2 Meters overflowing with activity and 440-450 MHz mostly closed, there is absolutely no other VHF band we can go to for clean, reliable FM two-way communications except the 220 MHz band.

THE FOLLOWING SHOULD BE INCLUDED IN YOUR LETTER:

- 1) You must name the Proposed Rule Making Numbers.
 - a) P.R.M. or RM # 4829 submitted by the Land Mobile Communications Council.
 - b) P.R.M. or RM # 4831 submitted by Sideband Technology Incorporated.
- 2) You should identify yourself, give your callsign, and indicate your club affiliates. Your use and especially your public service use of the band is important, but keep the letter brief and "to the point".
- 3) Demand immediate call to action by your Congress person, because the F.C.C. will make the decision as of August 29, 1984 !!!!!!! You should make mention of that deadline in your letter as it is less than 30 DAYS AWAY !!!!!!!
- 4) Remember, even if you do not own any 220 gear now, you may want to use the band with it's open repeaters in the future. Also, most of the Two Meter repeaters are controlled on 220 MHz, and without those controls available your favorite Two Meter repeater might be forced to be turned off !!!!! Let's fight now for the band and squelch any further attempts to steal spectrum from all of us who enjoy Amateur Radio.

The address to mail your letters are as follows;

For California Hams: Honorable Pete Wilson Honorable Alan Cranston
720 Hart Office Bldg. 112 Hart Office Bldg.
Washington, D.C. 20510 Washington, D.C. 20510

For out-of-California Hams; Write your local U.S. Senator;
His address is found in your local telephone directory.

For all hams as well: Honorable Barry Goldwater
363 Russell Senate Office Bldg.
Washington, D.C. 20510

If you write only one letter, write it to Barry Goldwater. He's a Ham (K7UGA).

Karl Pagel, N6BVU
Chuck Zabilski, WB6MOB
Barry Rudolph, WA6MQG
Fried Heyn, WA6WZO

President, 220 Spectrum Management Association
Vice-President, 220 Spectrum Management Association
Board Member, 220 Spectrum Management Association
Director, Southwestern Division, ARRL



Associated Students, Inc.
California Polytechnic State University
San Luis Obispo, California 93407
(805) 546-1281

ROGER L. CONWAY
Executive Director

STEPHEN ADAMS
Assistant Director

November 19, 1984

Mr. Ernest J. Johnson
265 Almond
San Luis Obispo, CA. 93401

Dear Mr. Johnson:

On behalf of the Cal Poly Amateur Radio Club and the Associated Students, Inc., we want to thank you for your generous donation.

The Associated Students, Inc., as an auxiliary organization of Cal Poly is considered by the Internal Revenue Service to be an educationally exempt organization under Sec. 501 (c)3 of the IRS Code. As such, all donations may be claimed by the donor as a tax deduction.

We sincerely appreciate your interest in our Cal Poly Amateur Club and the interest you have shown in Cal Poly and its activities. Thank you again.

Sincerely,

Roger Conway
ASI/UU Exec Director

William Hall
your copy

State of California

Department of Public Safety
California Polytechnic State University
San Luis Obispo, CA 93407

M E M O R A N D U M

To: University Emergency Managers

Date: August 26, 1991

File: Eval-Aug.Dis

From: R. C. Brug
Director of Public Safety

Copy: H. West
J. Landreth
F. Lebens

Subj: TRAINING EXERCISE EVALUATION

Thanks to all of you for the speedy response and participation in the nuclear power plant emergency table-top exercise conducted on August 22, 1991. Much was learned during the morning. Attached is the evaluation of the program, as well as recommendations. A log of events and comments by Howard West is also attached. If you have additional comments or recommendations, please send them to me. Please share this information with your alternate(s).

Thanks again for a job well done.

RCB:jr
Attachments

CALIFORNIA POLYTECHNIC STATE UNIVERSITY
SAN LUIS OBISPO

DIABLO CANYON NUCLEAR POWER PLANT
COUNTY-WIDE EXERCISE

THURSDAY, AUGUST 22, 1991

Cal Poly Emergency Managers Training
(Emergency Operations Table-Top exercise)

EVALUATION

Emergency Managers Participating:

H. West	Disaster Executive
F. Lebens	Bus. Affairs/Facilities Admin.
R. Brug	Public Safety
J. Paulsen	Public Safety
L. Whitmer	Public Safety
D. Van Acker	Public Safety
T. Schell	Public Safety
R. Bello	Public Safety
R. Bostrom	Housing
J. Risser	Housing/Conference Services
N. Johnson	Communication Services
N. Williams	Foundation Food Services
S. Rosenfield	Financial Mgt.
R. Macias	Procurement & Support Serv.
E. Naretto	Plant Operations
B. Pattee	Plant Operations
D. McCaleb	(Public Information)
G. Ketcham	Agriculture
M. Suess	Personnel
Dr. B. Cochran	Health Center
(2) representatives	of the Cal Poly Amateur Radio Club

Scenario:

This was the first exercise which was designed to occur at a time, other than regular business hours, which would necessitate the call-back of Emergency managers. The Cal Poly scenario was designed to coincide with the County problems(s). Scenario developed and implemented by representatives of the Federal Emergency management Agency.

Initial Events:

0352 Cal Poly dispatch center notified of unusual event
at the Nuclear Power Plant
0405 Classification upgraded to alert
0406 R. Brug, EOC Coordinator notified
0406 R. Brug contacted H. West, Cal Poly Disaster
Executive who authorized activation of Disaster
Plan and Emergency Operations Center
0407 R. Brug authorized dispatcher to dispatch Fire
Section personnel to respond to Administration
Building to open (set-up) EOC in room 133 and call
back emergency managers
0421 All notifications completed
0430 EOC operational - Communications with County EOC
established utilizing "red phone", FAX, regular
telephones (Cal Poly liaison officer, J. Risser,
arrived at County EOC)
0440 Emergency Managers began arriving at EOC
communications with policy group (room 409,
Administration Bldg., H. West)
0450 EOC fully staffed and R. Brug briefed group
regarding scenario and events which have taken
place. TRAINING PROGRAM BEGAN....

From 0450 until 0745, emergency managers participated in the
problem-solving, decision-making process.

Activities - Decisions Made - Actions Taken:

Discussion regarding number of resident students on campus,
locations, number of persons attending conferences, etc.
amount of Public Safety, Plant Operations staff on duty

- Preliminary plans adopted for sheltering, notifications,
etc.

Discussion regarding conference participants scheduled to
arrive on campus August 22. Preliminary work done to be used
if cancellation of conferences proved necessary.

Discussion regarding preliminary plans to shelter off-campus
persons if requested/authorized.

Discussion regarding definition of essential employees, pay
status, volunteers, etc.

Discussion regarding definition of "cancellation of classes",
"closure of campus"

Discussion regarding campus shelters available, areas best for sheltering if called for protective action

Tested FAX - County EOC to campus EOC

Tested telephones, radios, hot lines, campus P.A., etc.

Actions Taken - Simulated (Due to County Scenario)

- Notified heads of groups who were scheduled to arrive on campus August 22 for conferences, special programs (Special Olympics, adult groups, etc.) Notifications made by Housing Conference staff (simulated)

- Notified/alerted coordinators of student development (Yosemite, Sierra Madre residence halls) of situation. Developed communications for further alerting, protective action procedures (simulated)

- Notified Housing Conference staff (Trinity Hall, Santa Lucia hall, Whitney Hall) of situation. Developed communications for further alerting, protective action procedures (simulated)

- Developed communications procedures with policy group (Administration room 409), H. West. Briefed on situation at Power Plant (actual)

- Recommendation to policy group: Cancel groups scheduled to arrive on campus for conferences, special programs (establish Cal Poly number to call for information, plans, etc.) Policy group approved recommendation. Notifications made (simulated)

- Arrangements for sheltering made (R. Bostrom)

- Recommendation made to policy group to cancel classes. Recommendation approved

- Policy group instructed P.I.O. (Don McCaleb) to prepare message(s) for media, department heads, etc. regarding cancellation of classes on August 22. Messages completed. Media, department heads notified. (simulated)

- Clarification requested of policy group regarding status of employees required to report to work, i.e. essential, all employees, etc. Decision: All employees unless situation escalated (simulated)

- Communications via telephone with liaison officer at County EOC completed on a continual basis (actual)

- Amateur radio communications system tested (actual)
- Delivery of shelter leader kits to shelter(s) (T. Schell) tested (actual)
- Air samplings taken at various points on campus (T. Schell) (actual)

Discussion with financial representative - Types of records which should be documented for reimbursement, etc. (overtime, student assistants, capital outlay, etc.)

Discussion notification procedures for EOC, department heads, etc. to contact employees regarding work status, etc.

- Clarification from policy group regarding further protective actions, i.e. closure of campus, etc. Closure would be a last resort depending on County information regarding potential danger to campus community

Discussion regarding status of Health Center, Food Services. Call-back procedures discussed

- Plant Operations staff dispatched to turn off air/heating systems in buildings utilized as shelters (simulated)
- Call-back of essential emergency employees; Public Safety, Plant Operations, etc. (simulated)
- Messages completed for telephone operations, i.e. cancellation of classes, etc. (simulated)
- Agricultural coordinator (G. Ketcham) initiated agriculture sheltering procedures (simulated)
- Transportation Service (R. Macias) initiated call-back procedures (drivers, gas vehicles, etc.) in the event of evacuation (simulated)

Discussion (J. Paulsen) regarding the charting of wind directions on maps, zones, etc.

Discussion (T. Schell) regarding definition of plume information, readings, etc.

The Cal Poly exercise was completed at 0745. The County exercise continued for a few more hours, however.

Emergency Operation Center's Director's Observations (R. Brug):

- Excellent exercise for a table-top
 - Notification of emergency managers went very well and rapid. Was no need to notify alternates.
 - Response time of emergency managers was very good
 - Fire Section (R. Bello & staff) did a very good job in activating (setting-up) EOC and making equipment operational
 - Communications between EOC and policy group (H. West) was excellent. Decisions by policy group were within short time-frame and were explained well
 - Communications with liaison officer at County EOC was very good. Initial problems with telephones was corrected
 - Discussions, decision-making, coordination-communications among EOC members was very good
 - Record keeping (status boards) went very well. Necessary records were available
 - Red phone from campus EOC to County EOC worked well, with exception of some rushed messages
 - FAX machine was operational and proved a good addition to the communications system
- It is felt that in a real emergency, the EOC staff could make good, accurate decisions regarding protective actions, as well as members of the policy group. A good exercise.

Problem Areas Discovered - Recommendations:

1. Possible problem in the notification of employees (off-campus) by department heads regarding status, situation, etc.

Recommendation: Develop guidelines for department notification procedures, i.e. telephone tree, list of numbers, responsibilities, etc.
2. Communication problems with County EOC; time frames; lack of information; lack of recommendations for protective actions, etc.

Recommendation: Document problem areas. Discuss with County office of emergency services personnel

3. Problem with cellular telephones utilized in buildings (static, etc.)

Recommendation: N. Jonson, J. Risser will research solutions such as antennas, etc. and implement

4. FAX machine - (County EOC) - Due to many messages backlogged, messages are late, out of date

Recommendations: Recommend to County office of emergency services personnel that additional FAX machines be made available for message use, or other alternative(s)

5. The modular telephone provided to the Cal Poly liaison officer, was subject to much interference and was not adequate

Recommendation: Research with N. Johnson the best type of phone system for communications from County EOC to campus. Supply phone system to Cal Poly liaison officer in the future

6. In the event of a power failure, standard telephones at Cal Poly would not be operational

Recommendation: Have a few cellular telephones available in the campus EOC

7. Proper communications was not maintained with the Cal Poly liaison officer at the County EOC regarding campus decisions, recommendations for protective actions, etc.

Recommendation: Develop communications procedures, i.e. use of FAX, telephone, etc. to automatically inform liaison officer of decisions, actions taken at Cal Poly

8. When an emergency occurs, it is generally unknown what activities are occurring on campus, number of persons housed, etc.

Recommendation: Develop system with Housing Conference staff, as well as other University sources, to have information accessible on a daily basis. Possible computer access.

Memorandum

To : Dick Brug
Director of Public Safety

Date : Aug. 22, 1991

File No.:

Copies :

J. Landreth
F. Lebens

From : Howard West 
Executive Assistant to the President

Subject: **NUCLEAR POWER PLANT TRAINING EXERCISE**

For what it is worth, I am attaching a copy of the log that I prepared during the Nuclear Power Plant Training Exercise this morning. Perhaps it will be of some value to you as you prepare your review and any reactions/recommendations you make to the County E.O.C. As I indicated during our verbal quick review, I felt that overall the exercise went well from my perspective. The only glitch, and it probably is something I should have know but did not realize, is that I did not get provided any information relative to the sirens sounding throughout the county. If I knew my county emergency plan better, I probably would have realized that the county sirens would sound at the alert level, and certainly at the site emergency level. I am not sure this is critical other than it would perhaps impact the decision made about closing the campus to all but essential workers.

As I indicated, I was pleased with the personnel response to the E.O.C. and, again, overall I thought things went well from our perspective.

Attachment

NUCLEAR POWER PLAN EMERGENCY TRAINING EXERCISE--8/22

EMERGENCY OPERATIONS EXECUTIVE -- LOG

- 0410 Rec'd call from Brug, notified of unusual event earlier; notified of alert at 4:05--requested permission to activate EOC--Approved
- 0430 Arrived at office and established contact with EOC via red phone. Fire had initiated set-up of EOC. Informed some personnel arriving.
- 0450 Call from Brug--still on alert, about six personnel on board.
- 0541 Indication of some coolant leak in containment building-- EOC fully staffed
- 0545 Quick visit to EOC, learned that at 0530 a General Site Emergency declared. Considering evacuation of zones 1 and 2, sheltering in zone 5.
- 0550 rec'd call from Brug; confirmed previous info, definite plans to evacuate zones 1 and 2 and shelter zone 5. questions: cancel classes?, employees?, close campus?
- 0557 Notified EOC that in view of evacuation and sheltering, unable to determine living patterns of faculty, etc. cancel classes. Assume employees evacuated and sheltered would not show. No reason to close campus at this point
- 0610 Called EOC--in view of approaching 0700 shift worker arrivals directed public statement be issued re status--classes canceled; campus to remain open unless situation deteriorates; employees other than those affected by evacuation/sheltering should plan to come to work.
- 0630 Info from from EOC--notified re: radio-active plume; major problems at plant; expect radio-active release for 4 to 6 hours; wind SE @ 15mph. Question--All non-essential employees not in/go home --reaffirmed unless change in wind or situation with potential for shelter/evacuation our zone answer is no. As indicated same as closing campus--not ready yet.
- (called Koob and informed of status so he could stop by early if he desired)
- 0640 Notified EOC unavailable for a few minutes.
- 0646 Notified EOC back at station

page 2

- 0655 Informed that all schools in county closed--Southbound highways closed--all state beaches and parks in county closed.
- 0706 Change in wind direction; from south toward San Luis. Zones 3 and 4 evacuated; considering evacuating zones 6 and 7.
- Decision-----Close campus; prepare to evacuate/shelter as necessary.
- 0708 Close Exercise.
- 0710 Visited EOC for brief review.
- 0735 Closed Office.

**CALIFORNIA POLYTECHNIC STATE UNIVERSITY
SAN LUIS OBISPO**

**DIABLO CANYON NUCLEAR POWER PLANT
COUNTY-WIDE TRAINING EXERCISE**

WEDNESDAY, AUGUST 21, 1991

**CAL POLY EMERGENCY MANAGER'S TRAINING
EMERGENCY OPERATIONS CENTER
TABLE-TOP EXERCISE**

Information and Instructions

Welcome to Cal Poly's Nuclear Power Plant Emergency Functional Table-top Training Exercise. As you know, the County of San Luis Obispo is required to present a field exercise every two years as a federal requirement in conjunction with the Pacific Gas and Electric Company for preparedness in the event of an emergency/accident at the Diablo Canyon Nuclear Power Plant. The County Emergency Operations Center will be activated and a functional table-top exercise will take place. For the first time, the exercise is being conducted at a time other than regular business hours.

One of the important objectives of this exercise is to test the alerting procedures to the County public safety agencies. Other objectives demonstrate the ability to formulate and perform mitigating actions. As part of this exercise, Cal Poly will activate the Campus Emergency Operations Center and conduct a functional table-top exercise.

Exercise Objectives

- To test the alerting/notification procedures to campus emergency managers at a time other than regular business hours.
- To test the communications system between the Campus E.O.C. and the County E.O.C.
- To exercise general coordination between campus emergency managers
- To exercise the decision making process of campus emergency managers
- To assess coordination and efficient use of resources in the E.O.C. during a major emergency

EOC/Exercise Objectives Continued

- To simulate the activation of campus sheltering procedures, if required
- To demonstrate the operation's adequacy and effective use of emergency communications equipment
- To test the communication coordination between the Cal Poly representative at the County E.O.C. and Cal Poly E.O.C.
- To test and exercise the E.O.C. message and record keeping system

Exercise Ground Rules

1. This is a training and learning exercise - NOT A TEST
2. In this exercise, you, as players, are encouraged to discuss among yourselves, the problems and questions presented in order to clarify roles and responsibilities or to improve emergency plans and procedures. If you have any questions or concerns, present them during the exercise.
3. Players are also encouraged to share information and address questions and problems as a team
4. Feel free to take notes
5. The E.O.C. coordinator will be responsible for keeping the exercise on track/schedule
6. A no-fault critique, open to all participants, will immediately follow the exercise. Everyone is encouraged to share identifiable problems or suggestions to improve the Emergency Operations Center Plans and procedures as well as the Nuclear Power Plant emergency procedures.

Exercise Narrative

The Department of Public Safety has been alerted of an emergency at the Diablo Canyon Nuclear Power Plant. The County E.O.C. has been activated. The University disaster executive has been notified of the situation and the President has authorized notification of emergency managers as well as activation of the Campus E.O.C.. Emergency Managers are arriving at the E.O.C.

Exercise Begins

Thank You



very much for taking
time on a Saturday
evening to entertain
us so graciously.

Sincerely,

Truly & Frankly
Frank Clement

Frank Brad - Gay
• Steve Eric - Lane
and John

Your thoughtfulness
was especially appreciated.

We enjoyed meeting
all of you so
much. The highlight
of our weekend
was enjoying the
excellent dinner
and just being with
some outstanding
young men.
Thank you so



35T 45-4
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MADE IN U.S.A.

Carl Fyke - Amateur Radio Club

Attention: Robert

Long
Mm

With Special Thoughts of You



Dear friends,

I am so happy that I
got to meet all of you.
It was a joy to have you
at my home.

My son, James, and I are
so glad that the Cal Poly
amateur Radio club has the
Ham Radio equipment from
him (N6YB) and his father (W6JNV).

The station was a station
away from home for him
~~from~~ ^{from} 1964-1969. I hope it will
always be there for the many
students who will follow.

THANK YOU for the lovely
Valentine flowers you gave me.
They are beautiful. I'll always
keep the vase and red heart.
You are all so sweet and
so thoughtful. Thank you
again for your kindness.
You made my day. Betty

Dear friends,

This comes with
warmest wishes
to tell you that
you're being thought of
in a very special way.

In Our Savior's Love
always,

Betty Long

You are all always welcome
at my home. Come in anytime



80C 3-8

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